



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	CIP MANAGER (DIVISION MANAGER – EXEC LEV)
3	Posting Number	PN# 109689
4	Department	Building Services Department
5	Division	Administrative Services
6	Section	N/A
7	Reporting Location	900 Bagby*
8	Workdays & Hours	M – F 8:00 a.m. – 5:00 p.m. *

* Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Directs the management, coordination, implementation, administration and operation of the Capital Improvement Plan. (CIP). Manages, trains, develops, counsels and evaluates staff performance. Assists in the design and implementation of special systems, plans and projects. Establishes policies, procedures, guidelines and project schedules. Researches, reviews and evaluates new data, reports, products and other information. Acts as liaison to other departments, government agencies and the private sector. Reviews, evaluates, selects and implements hardware and software products. Assists departments and general public in obtaining and explaining technical and non-technical information. Develops and interprets codes, ordinances and specifications. Drafts and reviews proposed contracts, letters of agreement and amendments. Manages and negotiates procurement terms and conditions with potential vendors. Provides technical advice, consultation and support to departments and other agencies and groups. Coordinates the preparation, implementation and monitoring of the budget and expenditures. Develops methodologies for creating project data.

10 **WORKING CONDITIONS**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Finance and a Masters of Business Administration.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Seven years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to applicants with experience using Microsoft software packages, knowledge of CIP management and city government experience.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 29</u>	
\$1,885 - \$3,629 Biweekly	\$49,010.00 - \$94,354 Annually

18 **OPENING DATE** **March 29, 2006**

19 **CLOSING DATE** **Open Until Filled**

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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